

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PUBLIC HEALTH NURSING COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to a present professional position located within the Department of Health and Family Services, Division of Health, Bureau of Public Health. The position allocated to this classification performs professional consultative public health nursing functions in the central office. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification identifies a single professional position located in the Division of Health, Bureau of Public Health. This position serves as one of the principal advisors to the State Health Officer and Bureau of Public Health Director on public health practices which include: (a) assessing public health needs and carrying out the core public health functions; (b) organizing statewide plans to develop and maintain essential public health and public health nursing services; (c) establishing statewide public health and public health nursing plans and objectives; (d) determining the allocation of resources and funding required to support and develop the public health nursing work force; and (e) resolving personnel concerns involving regional public health nursing consultants.

C. Exclusions

Excluded from this classification are all other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

This position provides consultation to and advises the State Health Officer, Bureau of Public Health Director, and other top management of the Department of Health and Family Services on current and emerging public health issues. It develops and implements statewide public health nursing strategic planning, policy, standards, guidelines, and services and directs staff on statewide public health nursing initiatives and program implementation which impact on public health practice in local health departments and statewide public health programs and services.

This position provides direction in the planning, monitoring and evaluation of public health nursing components in Bureau of Public Health programs which include but are not limited to: maternal and child health; school nursing and comprehensive school health programs; occupational health; chronic and communicable disease; and environmental health. It develops and enhances cross-sector relationships with the public, private, and voluntary sectors to build improved systems in which to protect and promote the health of the public. It provides administrative oversight for carrying out statutory mandates concerning community health assessments by local health departments and statewide consultation, training, technical assistance in all aspects of public health nursing to local health departments, community organizations, technical schools, colleges of nursing, and the Division of Health.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. The determination will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Registration or eligibility for registration as a professional nurse in the State of Wisconsin.

IV. ADMINISTRATIVE INFORMATION

This classification was created as a result of the Professional Program Support Personnel Management Survey and announced in Bulletin CC/SC-78, effective November 9, 1997. The position was formerly classified as Administrative Officer 2.